

## SENIOR PLANNER

### **General Definition of Work:**

Performs difficult professional work in handling a variety of assignments in the Planning and Development Department; does related work as required. Work is performed under the general supervision of the Planning Manager.

### **Essential Functions/Typical Tasks:**

**Assisting in the preparation of long-range development and improvement plans; preparing graphic materials; conducting research; interpreting zoning and related codes; maintaining records and files; preparing reports; processing development applications; processing subdivision applications.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Researches, analyzes and reviews subdivision proposals; ensures proposals contains information required by the subdivision ordinance.
- Uses Acela system to process cases and to issue permits.
- Performs research using multiple computer systems.
- Analyzes rezoning requests; works with petitioners, residents and planning commissioners to render written analysis.
- Conducts field surveys for rezoning and subdivisions; identifies current land use, surrounding land uses, traffic patterns near site and general development activity of surrounding area.
- Issues zoning permits.
- Explains and interprets zoning and subdivision regulations
- Makes public presentations
- Explains planning and zoning procedures to the general public on inquiry.
- Performs or assists in the development of studies, analyses and recommendations in connection with the current and long-range physical, social and economic development of the County.
- Gathers, selects, compiles and analyzes data pertaining to characteristics of the area.
- Analyzes demographic and geographic information regarding population estimation and projections.
- Attends committee, board and related meetings;
- Creates maps and graphs for analysis, demonstration and publication.
- Composes amendments for zoning ordinance.
- Assigns and looks up addresses.
- Provides plan, ordinance and NFIP map information to customers.
- Performs property and deed research.
- Performs site plan review.
- Conducts architectural review when required.
- Processes cases for the Planning and Zoning Commission and for the Board of Adjustment.
- Prepares reports and supporting graphic display materials descriptive of research and recommendations.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of urban planning; thorough knowledge of current literature and recent developments in the field of planning; thorough knowledge of ordinances governing zoning and related codes; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly and in an interesting manner to the public; ability to establish and maintain effective working relationships with associates and representatives of other public agencies; customer services skills including dealing with difficult customers; comfortable making public presentations in small or large group settings, ability to work independently and in group settings.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, geography, public administration or related field and considerable experience in

professional planning work.

**Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force. This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

Possession of or ability to obtain AICP certification within two (2) years of employment. Geographic Information Systems (GIS) knowledge. Night meetings as required.

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